



FINANCE

All Active Duty, Reserve, and National Guard Soldiers that are TDY to Fort Leonard Wood for Officer training will utilize MTSS with class dates that start after 1 DEC 2006.

MTSS is an acronym for **Military Training Service Support**. It is a program that Army TDY (Temporary Duty) and ADT (Active Duty for Training) students will utilize while attending Army MTSS Supported schools. The program directly funds the training installation to provide students with lodging and meals.

- Includes all Army military components and ranks.
- Does not alter or stop your Basic Allowance for Subsistence.
- Students are directed to subsist at installation dining facilities.

Soldiers will no longer be required to pay for lodging (on-post or off-post). Cost of your stay will be centrally funded by the Army. Fort Leonard Wood will secure all off-post government contracted rooms when on-post lodging is not available. Assignment to government quarters is the responsibility of the installation.

Lodging

Students will be provided lodging accommodations on post. If housing on post is not available, students will be accommodated through the Lodging Success Program (LSP). The LSP provides students with local area hotels at a pre-arranged price. Overflow students will be assigned to a hotel and not allowed to choose their own.

Guest accounts will be maintained at the assigned hotel. Official lodging expenses will be billed to Fort Leonard Wood Lodging, not the student. However students who incur any auxiliary charges (i.e. long distance calls, room service, movie rentals, etc) will pay the hotel directly.

Meals

TDY students at Fort Leonard Wood will no longer receive Per Diem payments for meals consumed on each class day during the week. This begins on the class start date. Meals will be provided 5 days per week with breakfast, lunch and dinner offered Monday through Friday and on Training Holidays.

Students, will be authorized \$46.00/day in per diem for weekends and Federal Holidays in addition to the \$3.00/day for incidentals.

MTSS will not affect service members' Basic Allowance for Subsistence (BAS).

Fact Sheet for Military Personnel Attending Training at Fort Leonard Wood, MO

1. The Army is in the process of changing how funds are distributed to the field to support Soldiers attendance to institutional training in a temporary duty or active duty training status. Listed below are some important facts regarding the initiative and the changes that affect you.

- Includes all Army military components and ranks.
- Does not alter or stop your Basic Allowance for Subsistence.
- Students are no longer required to call and make lodging reservations.
- Students are directed to subsist at installation dining facilities.

2. Students will no longer be required to pay for lodging (on-post or off-post). Cost of your stay will be centrally funded by the Army. Fort Leonard Wood will secure all off-post government contracted rooms when on-post lodging is not available. Assignment to government quarters is the responsibility of the installation.

3. Soldiers attending training in a TDY/ADT status will be directed to subsist at installation dining facilities weekdays at no cost to the Soldier with full meal per diem on weekends and Federal holidays.

4. Government transportation is not available. Sending commands are encouraged to authorize a compact rental car for those that must fly. Reimbursement is limited to actual cost incurred to include gas and oil, as required, for official business. Soldiers are directed to keep itemized receipts for reimbursement. If the rental car authorization applies to your travel situation, make sure your order authorizes. Authorization upfront makes seeking reimbursement for incurred expenses easier. In and around mileage may be authorized by the order issuing official as follows:

- 15 miles, per day if assigned on-post.
- 20 miles, per day if assigned off-post

Documents Required for Finance In-processing

For students just coming on active duty:

- 3 copies of original PCS orders
- 3 copies of original TDY orders (1610)
- 3 copies of any amendments to either of the above orders
- To sign up for direct deposit into your bank account:
 - SF 1199A, Direct Deposit Sign-Up Form (MUST be signed by the soldier AND by a bank representative) or a voided check (NOT a deposit slip).
- For BAH:
 - Married soldiers (including dual military): a copy of the marriage certificate
 - Single (never married) soldiers with custody of child(ren): copy(ies) of the birth certificate(s) and a copy of the custody award documentation
 - Divorced soldiers: a copy of the divorce decree
 - Single or divorced soldiers paying child support:
 - Copy of the child(ren)'s birth certificate(s)
 - Support documentation (if not covered in divorce decree)
- If orders authorize 30 days advance/excess leave a copy of the DA 31 showing the date the soldier signed out of ROTC and the date signed into FLW will be needed. An incomplete DA 31 cannot be accepted. If a DA 31 was not issued by the ROTC Command, one must be issued by the OBC unit to account for leave and travel time from ROTC to FLW. If the soldier took none of the authorized leave; the travel time must still be accounted for on a DA 31.

For those Soldiers already on active duty and receiving active duty pay, you need:

- 3 copies of original PCS orders
- 3 copies of original TDY orders (1610)
- 3 copies of any amendments to either of the above orders
- To change banks for Direct Deposit:
 - SF 1199A, Direct Deposit Sign-Up Form (see above) or a voided check (NOT a deposit slip)
- For BAH:
 - If recently married/divorced and BAH status has not been updated, a copy of the marriage certificate/divorce decree, etc.
 - If assigned Family Housing at old PDS, a copy of the Termination of Housing
- Soldiers receiving Foreign Language Proficiency Pay (FLPP) must also provide a copy of the most recent authorization order (to place in suspense for annual recertification)